

Written Standards Checklist for the Emergency Solutions Grant Program

The U.S. Department of Housing and Urban Development requires sub-recipients to develop and implement Written Standards for programs provided through the Emergency Solutions Grant Program. The following guidelines must be followed when developing these Standards. Standards for emergency shelter programs will be different than Standards for homeless prevention and rapid re-housing programs so agencies must ensure that the Standards developed are appropriate for programs offered. Enter a checkmark next to applicable areas as the Standards are completed to ensure all aspects of the requirements are met. Once developed a copy of the Written Standards, along with this checklist, must be provided to the Division.

ALL PROGRAMS	MARKED AS IMPLEMENTED
1. Standards include the area of service where assistance shall be offered.	<input type="checkbox"/>
2. Standards include all type(s) of assistance that will be offered through the ESG program.	<input type="checkbox"/>
3. Standards summarize the procedure in place that defines how program participants will be evaluated for eligibility of assistance under the ESG program. (Note: DV shelters must follow the requirements of the Violence Against Women Act and the Family Violence Prevention and Services Act which prohibits agencies from making its shelter or housing conditional on the participant's acceptance of service)	<input type="checkbox"/>
4. Standards include procedures describing the coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.	<input type="checkbox"/>
5. Standards include a list of available programs that program participants will be referred, including all programs reflected in 576.400 (b) and (c) such as Shelter + Care, VASH Voucher, Section 8, Emergency Food and Shelter program, etc. if available to program participants in the agency's area of service.	<input type="checkbox"/>
6. Standards describe the formal termination process established by the agency that recognizes the rights of individuals affected. The agency must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.	<input type="checkbox"/>
7. Standards describe the program participant's formal grievance process. Included shall be the right for the participant to contact the agency's Director, the Housing Division or HUD.	<input type="checkbox"/>
8. Standards include summaries regarding the requirement that clients served and activities provided with ESG funds will be entered into HMIS (or comparable database if a DV shelter), the timeframe for data to be entered, and the process for ensuring confidentiality of client records.	<input type="checkbox"/>
9. Standards include steps used to ensure clients receiving ESG assistance are provided all applicable HMIS releases, forms, client complaint process, etc. as required by HMIS regulations.	<input type="checkbox"/>

STREET OUTREACH/ EMERGENCY SHELTER-OPERATIONS/EMERGENCY SHELTER-ESSENTIAL SERVICES	
1. Standards include a summary of how agency staff will target and provide services related to street outreach.	<input type="checkbox"/>
2. Standards include steps for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of special populations, such as victims of domestic violence, sexual assault, etc.	<input type="checkbox"/>
3. Standards include steps for admission, diversion, referral and discharge by emergency shelters assisted under ESG for individuals and families who have the highest barriers to housing and are likely to be homeless the longest.	<input type="checkbox"/>
4. Standards include assessing, prioritizing, and reassessing individuals and families' needs for essential services related to emergency shelter.	<input type="checkbox"/>
HOMELESS PREVENTION AND RAPID RE-HOUSING	
1. Standards shall include definitions of who is considered to be homeless and at-risk of homelessness, as defined in 576.2. Note: Agencies are not allowed to use the definition under 576.2(iii)(G) that states "Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness" to determine if a client is at risk of homelessness since this definition has not been defined in the State's Consolidated Plan.	<input type="checkbox"/>
2. Standards include a process for determining and prioritizing which eligible families and individuals will receive homeless prevention or rapid re-housing assistance.	<input type="checkbox"/>
3. Standards include standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance.	<input type="checkbox"/>
4. Standards include process for evaluating and documenting income eligibility since program participant's income must be below 30% of area median income as established by HUD for the area in which the participant lives when entering the program. Agencies must follow guidelines found under 24 CFR 5.609 when calculating income.	<input type="checkbox"/>
5. Standards include the steps to determine the eligibility of rental assistance, including steps to determine that rent + utilities do not exceed Fair Market Rents for the area of service.	<input type="checkbox"/>
6. Standards include how agency staff will document FMR and rent reasonableness standards, lead based paint inspections, and housing inspections. Included shall be procedures to verify and document the age of the units built before 1978 may contain lead based paint.	<input type="checkbox"/>
7. Standards include steps for determining how long a program participants will be provided rental assistance and whether or not (and how) the amount of that assistance will be adjusted over time, if applicable.	<input type="checkbox"/>
8. Standards include steps for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, the maximum number of months the program participant receives assistance, or the maximum number of times the program participant may receive assistance.	<input type="checkbox"/>

<p>9. Standards that includes the requirements of program participants to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability (and be documented in client case file and HMIS). Included shall be the agency's plan to assist the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations such as the program participant's current or expected income and expenses, other public or private assistance for with the program participant will be eligible and likely to receive, and the relative affordability of available housing in the area. (Note DV shelters must follow the requirements of the Violence Against Women Act or the Family Violence Prevention and Services Act which prohibits agencies from making its shelter or housing conditional on the participants acceptance of service.)</p>	<input type="checkbox"/>
<p>10. Standards include requirements that clients will be re-evaluated for program eligibility and the types and amounts of assistance the program participant needs. This re-evaluation process shall be conducted not less than once every 3 months for program participants receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance. Income limits shall not exceed 30% of AMI; the participants still lacks the resources and support networks necessary to retain housing.</p>	<input type="checkbox"/>
<p>11. Standards shall include any requirements the agency may have regarding the requirement of the program participant to notify the agency of any change in income, stability, support circumstances that would affect the program participant's need for assistance under the ESG program. If applicable, when notified of the relevant change, the agency shall include steps to re-evaluate the program participant's eligibility and amount and types of assistance the program participant needs.</p>	<input type="checkbox"/>
<p>12. If the program participant receives rental assistance or housing relocation and stabilization services, the Standards shall include the formal process for terminating a program participant that includes: 1) Written notice to the program participant containing a clear statement of the reasons for termination; 2) a review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person who made or approved the termination decision; and 3) prompt written notice of the final decision to the program participant. <i>Included shall be language stating that termination does not bar the program participant from receiving assistance at a later date if the issue that caused the termination is resolved.</i></p>	<input type="checkbox"/>

I certify that the Written Standards developed for the Emergency Solutions Grant Program (ESG) follow guidelines reflected above and the regulations under 24 CFR Part 576. Enclosed is a copy of the Written Standards that will be used by all agency staff who will participate in the ESG program.

Printed Name of Agency Director

Date

Signature